

State Veterinarian's Prescribed Format (Instructions) for Animal Custody Record Reports, Calendar Year 2016

SPECIES TYPE: **Companion animals** include nonhuman primates, guinea pigs, hamsters, domesticated rabbits, exotic animals, reptiles, and exotic birds. **Livestock animals** include horses, cows, sheep, pigs, goats, llamas, domesticated *cervidae* animals, ostriches and emus, farmed fish, and rabbits or hares raised for human food or fiber.

ANIMAL INTAKE POLICY DOCUMENT UPLOAD: All animal releasing agencies must submit a copy of their agency's animal intake policy annually to VDACS. Va. Code does not define "animal intake policy," but it may include information about the animals your agency takes custody of, those your agency does not take custody of, and the policies utilized to make those decisions. You will find a document upload button below your agency's contact information on the report page. You may upload any of the following file types: Word (.docx, .doc), Excel (.xlsx, .xls), PDF (.pdf), text file (.txt), or image file (.jpg, .jpeg).

REASON FOR CUSTODY:

- A. **On Hand January 1:** Animals not disposed by the close of the previous year and still in custody at the beginning of 2015.
- B. **Stray or Abandoned:** Animals found running at large, abandoned at the agency's facility or at another location, or otherwise separated from the rightful owner, whereby an owner cannot be identified and the animal's status is unknown.
- C. **Seized:** Animals which were lawfully seized from an owner or property, according to §3.2-6569 of the Code of Virginia, under the authority of an animal control officer, law enforcement officer, or humane investigator.
- D. **Bite Case Quarantine:** Animals confined **for the purposes of satisfying a rabies quarantine** related to a bite case, **wherein the animal is confined at the agency facility or a foster home**, and not with the owner.
- E. **Surrendered by Owner:** Animals that have been lawfully surrendered by the rightful owner. **This should include animals that had been previously adopted and were subsequently returned to the agency by the owner.**
- F. **Received from Another Virginia Releasing Agency:** Animals that were received as a transfer from another releasing agency operating within Virginia (agencies must be listed). **Contracted public animal shelters shall NOT report animals brought to the shelter by their contracted animal control agency in this category.**
- G. **Received from an Out-of-State Releasing Agency:** Animals that were received as a transfer from another releasing agency operating outside of Virginia.
- H. **Other:** Animals that were received in a manner which is not consistent with any of the previous categories, including animals born in the custody of the agency, held at the facility for safekeeping or another similar legal matter, received from an entity which does not meet the definition of a "releasing agency" as defined in §3.2-6500, etc. (an explanation must be included).

METHOD OF DISPOSITION:

- A. **Reclaimed by Owner:** All stray, quarantined, or seized animals that are returned to their rightful owner.
- B. **Adopted:** All animals adopted to a new owner.
- C. **Transferred to Another Virginia Releasing Agency:** Animals that have been transferred to another releasing agency operating within Virginia (agencies must be listed). **Animal control agencies with contracted shelters shall NOT report animals taken into custody at the contracted shelter as transfers.**
- D. **Transferred to Out-of-State Releasing Agency:** Animals that have been transferred to a releasing agency operating outside of Virginia.
- E. **Died While in Custody:** Animals that died while in custody of the agency, regardless of the reason or physical location where the death occurred. **This category shall NOT include animals that were euthanized, or animals that were dead on arrival.**
- F. **Euthanized:** Animals that were euthanized while in custody of the agency, regardless of the reason or physical location where the euthanasia was performed.
- G. **Other:** Animals that were disposed in a manner which is not consistent with any of the previous categories, including animals that escaped, were stolen, were transferred to an entity which does not meet the definition of a "releasing agency" as defined in §3.2-6500, etc. (an explanation must be included).
- H. **On Hand December 31:** Animals not disposed by the end of the reporting year and still in custody at the beginning of 2016.

WILDLIFE CUSTODY RECORDS: Persons taking, liberating, euthanizing, or otherwise handling wildlife species must do so in accordance with the laws and regulations overseen by Virginia Department of Game and Inland Fisheries. This may include the maintenance of records and the reporting of such activities, as required by that agency. The inclusion of this data on this report is not intended to satisfy or circumvent those requirements.

MISC. EXPLANATORY NOTES: Although not required, a "miscellaneous explanatory notes" section has been included at the bottom of the report. Agencies are welcome to use this space to include any extra information they believe to be useful or pertinent to this report.

Please note that ALL information included in this report will be visible to the general public.